

Agenda of Special Meeting

The Board of Trustees Canutillo ISD

A Special meeting of the Board of Trustees of Canutillo ISD will be held April 25, 2007, beginning at 6:15 PM in the Canutillo ISD Administration Office, 7965 Artcraft, El Paso, TX 79932.

The subjects to be discussed or considered or upon which any formal action may be taken are as listed below. Items do not have to be taken in the order shown on this meeting notice.

1. General Functions
 - A. Call to Order
 - B. Roll Call
 - C. Consent Agenda
 1. Adoption of recommended revision to Board Policy FD (Local Admissions (second reading) 3
 2. Creation of Positions 8
 - a. Canutillo High School:
 1. 1 EL Facilitator
 2. 1 Counseling Clerk
 - b. Alderete Middle School:
 1. 1 Counselor
 - c. School Improvement Division:
 1. 1 Speech Language Pathologist
 2. 5 Campus Instructional Coordinators for Elementary Schools
 - d. Student Support Division:
 1. 1 High School Equivalency Program Coordinator
 - e. Human Resources Department:
 1. 1 Auxiliary Specialist
 - f. Business Services Division:
 1. 1 Accountant
 - g. School Resources Division:
 1. School Resource Technology Facilitator
 3. Request for waiver of qualifications/requirements for District Lead Custodian 43
 4. Budget Amendments 47
 5. Microsoft License Agreement for District-Wide Use 59
 6. Acronis License Agreement for District Wide Use 62
 7. Landscaping Services RFP# 07-22 66
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2. Instruction and Student Affairs
 - A. NONE

3. Personnel
 - A. NONE
 4. Business and Finance
 - A. Consider Development Agreement with adjoining land owners for infrastructure improvements (Garcia Elementary School)
 - B. Request for use of CHS Auditorium and several classrooms for religious purposes by Harvest Christian Center
 - C. Alderete Middle School - Rockwall RFCSP #07-25
 5. Administration
 - A. NONE
 6. Adjournment
- 69

If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the Board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Government Code, Chapter 551, Subchapters D and E. Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting.

CANUTILLO INDEPENDENT SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT
POST OFFICE BOX 100
CANUTILLO, TEXAS

Agenda Item: Second Reading: Revision to FD (LOCAL) Admissions

Date: April 19, 2007

Subject: Accredited & Non Accredited Schools

Presented By: Pauline Dow, Associate Superintendent

Consent Agenda X

ACTION

1. BACKGROUND INFORMATION:

In an effort to prepare for projected student growth, admissions procedures were revised. These changes necessitate a minor change to FD (Local) under the Accredited and Non Accredited Schools section, to include the use of Grade Placement Tools to determine age appropriate grade placement.

2. SUPERINTENDENT RECOMMENDATION:

ACCREDITED
SCHOOLS

Students entering a District school from accredited public, private, or parochial schools after grade 1 shall provide evidence of prior schooling outside the District. They shall be placed initially at the grade level reached elsewhere, pending observation by the classroom teacher, guidance personnel, and the principal. On the basis of these observations, **Grade Placement Tools (FD Regulation)** and results of tests that may be administered by appropriate District personnel, the principal shall determine the final grade placement.

For the purposes of this policy, "accredited" shall be defined as accreditation by TEA, an equivalent agency from another state, or an accrediting association recognized by the Commissioner of Education.

NONACCREDITED
SCHOOLS

Students entering a District school from nonaccredited public, private, or parochial schools, including homeschools, shall be placed initially at the discretion of the principal and consistent with

Grade Placement Tools, pending observation by classroom teachers, guidance personnel, and the principal. Criteria for placement may include:

- 1. Scores on achievement tests, which may be administered by appropriate District personnel.
- 2. Recommendation of the sending school.
- 3. Prior academic record.
- 4. Chronological age and social and emotional development of the student.

Other criteria deemed appropriate by the principal.

3. BOARD ACTION REQUESTED:

Motion to recommend approval of first reading: **FD (LOCAL) ADMISSIONS:** as recommended by the Superintendent

MOTION: _____ SECOND: _____

FOR: _____ AGAINST: _____

REGISTRATION FORMS	Appropriate registration forms shall be completed annually and signed by the student's parent, legal guardian, or other person having lawful control. Students who have reached age 18 shall be permitted to complete and sign these forms themselves.
MINOR LIVING APART	
PERSON STANDING IN PARENTAL RELATION	A minor student residing in the District but whose parent, guardian, or other person having lawful control under a court order does not reside in the District shall present a Power of Attorney assigning responsibility for the student in all school-related matters to an adult resident of the District.
MISCONDUCT	Any such student who has engaged in misconduct that results in any of the consequences found in Education Code 25.001(d) shall not be permitted to attend a District school.
EXCEPTIONS	Based on the individual student's circumstance, the Superintendent shall have authority to grant exceptions to the Power of Attorney requirement and to the exclusion for misconduct.
RESIDENCY REVIEW	The Superintendent, guided by UIL rules, shall determine whether a minor student residing in the District separate and apart from a parent, guardian, or other person having lawful control is present in the District for the primary purpose of participating in extracurricular activities.
NONRESIDENT STUDENT IN GRANDPARENT'S AFTER-SCHOOL CARE	<p>The parent and grandparent of a nonresident student requesting admission under Education Code 25.001(b)(9) shall provide to the Superintendent the required information on the grandparent's residency and complete a form provided by the District describing the extent of after-school care to be provided by the grandparent.</p> <p>The Superintendent shall have authority to approve such admissions requests in accordance with criteria approved by the Board.</p>
PLACEMENT ACCREDITED	Students entering a District school from accredited public, private,

SCHOOLS

or parochial schools after grade 1 shall provide evidence of prior schooling outside the District. They shall be placed initially at the grade level reached elsewhere, pending observation by the classroom teacher, guidance personnel, and the principal. On the basis of these observations, [Grade Placement Tools \(FD Regulation\)](#) and results of tests that may be administered by appropriate District personnel, the principal shall determine the final grade placement.

For the purposes of this policy, "accredited" shall be defined as accreditation by TEA, an equivalent agency from another state, or an accrediting association recognized by the Commissioner of Education.

NONACCREDITED SCHOOLS

Students entering a District school from nonaccredited public, private, or parochial schools, including homeschools, shall be placed initially at the discretion of the principal [and consistent with Grade Placement Tools](#), pending observation by classroom teachers, guidance personnel, and the principal. Criteria for placement may include:

1. Scores on achievement tests, which may be administered by appropriate District personnel.
2. Recommendation of the sending school.
3. Prior academic record.
4. Chronological age and social and emotional development of the student.
5. Other criteria deemed appropriate by the principal.

TRANSFER CREDIT

The District shall validate high school credit for courses of transfer students from nonaccredited public, private, or parochial schools by testing or by other evidence that the courses meet State Board requirements and standards.

WITHDRAWAL

Minor students may withdraw from school by presenting a request signed by the student's parent or guardian and stating the reason for the withdrawal. Students 18 or older may request withdrawal without a parent's or guardian's signature.

[For District withdrawal of students no longer in attendance, see FEA(LOCAL)]



DATE ISSUED: 07/10/2006
LDU-28-06
FD(LOCAL)-X

Special Board Meeting – April 25, 2007

Creation of Positions:

Canutillo High School:

- 1 EL Facilitator -State Compensation Funds, Teacher Pay Scale**
- 1 Counseling Clerk - State Compensation Funds, C/P Pay Grade 3**

Alderete Middle School:

- 1 Counselor - State Compensation Funds, A/P Pay Grade 2**

School Improvement Division:

- 1 Speech Language Pathologist - State Special Ed Funds, A/P Pay Grade 2**
- 5 Campus Instructional Coordinators for elementary schools -Title 1 Funds, A/P Pay Grade 3**

Student Support Division:

- 1 High School Equivalency Program Coordinator – State Comp Funds, A/P Pay Grade 3**

Human Resources Division:

- 1 Auxiliary Specialist – Local Funds, C/P Pay Grade 7**

Business Services Division:

- 1 Accountant – Local Funds, A/P Pay Grade 2**

School Resources Division:

- School Resource Technology Facilitator – Title 1 Funds, A/P Pay Grade 3**

Background Information on Creation of New Positions:

Canutillo High School: • Instead of replacing the EL aide vacancy at CHS, administration is recommending creating an EL Facilitator position. This position would facilitate the EL program at CHS ensuring academic success and program compliance with state law. The current Teacher Convener stipend would be eliminated. The position would be on the teacher pay scale working 202 days. Additionally, administration is recommending adding an additional counseling clerk who works a 202 calendar. The job description is on file.

Alderete Middle School: • Administration is recommending adding an additional counselor to AMS. CMS would absorb the existing counselor that is shared with AMS to also have 2 counselors on the campus. This position works a 202 calendar. The job description is on file.

School Improvement Division: •Administration is recommending the creation of a Speech Language Pathologist position because of the increase in case loads. This position would work a 192 day calendar. Additionally, administration recommends creation of 5 Instructional Coordinator positions in order to manage accelerated instruction services for students not meeting local and state standards. These positions would work a 202 calendar.

Student Support Division: •Administration is recommending creation of a High School Equivalency Program Coordinator. This position would coordinate the district GED program for students in at-risk situations. This position would work a 221 calendar.

Human Resources Division: •Administration is recommending creation of an Auxiliary Specialist position. This position would take over the auxiliary duties of the Workers' Compensation Specialist enabling the Workers' Compensation Specialist to focus on the Workers' Comp, the District Safety, and Accident Prevention programs. The Auxiliary Specialist would handle the manual trade's family and district clerical positions. This position would be filled from within the existing Human Resources staff. The ensuing vacated position would be eliminated. The cost of this position would be minimal to the District. The position works a 226 calendar.

Business Services Division: •Administration is recommending creation of an Accountant to reconcile bank statements, federal reporting, fund raising review, preparation of external auditor review and verifying inventory sheets. This position works a 226 calendar.

School Resources Division: •Administration is recommending creation of a School Resource Technology Facilitator. This position will assist campuses district-wide in the integration of curriculum with school resources which will include the integration of technology. This position works a 197 calendar.

SUPERINTENDENT RECOMMENDATION

Approve recommended items to the Board of Trustees.

Canutillo Independent School District Personnel Requisition Form

REQUIREMENTS

Campus/Division/Dept: CHS Date 4/11/07

New Board Approved Position(s): yes no No. of Position(s): 1

Position Title: EL Facilitator Full-time Part-time
Exempt Non-exempt

Pay Grade: T Salary Salary Range: _____

Funding: Comp

Work Calendar: 202 Reports to: Principal

REMARKS/COMMENTS

Justification:

POSITION PROFILE (May include a job description)

Education/Credentials/License Requirements (Major/Minor, if applicable)

Knowledge/Skill/Abilities (Job-related)

Working Conditions/Restrictions:

CONCURRENCES

Signed [Signature] 4-11-07
Superintendent Date

Signed [Signature] 4/11/07
Associate Superintendent Date

Signed [Signature] 4/11/07
Human Resources Executive Director Date

Signed [Signature] 4/11/07
Comptroller Date

Signed _____
Originator Date

CANUTILLO INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION

Job Title:	English Learner Facilitator	Wage/Hour Status:	Exempt
Reports To:	Assigned Principal	Pay Grade:	Teacher Pay Scale
Dept./School:	Canutillo High School	Date:	April 18, 2007

Primary Purpose:

Responsible for the implementation of CISD ESOL Program for grades 9-12. Coordinates and conducts LPAC training for teachers and parents and gathers documentation for LPAC meetings. Will work with teachers and campus administrators to implement a comprehensive plan to develop, maintain and effectively utilize Accelerated Educational Learning Plans (AELP) for ESOL students. Will utilize multiple student assessment measures to identify, classify and place students into the appropriate program/s. And will utilize the assessment measures to inform instructional intervention strategies for students in the ESOL Program and follow-up for M-1 and M-2.

Qualifications:

Education/Certification:

Valid Texas teaching certificate and ESL Supplemental Certification.
Master's Degree from an accredited university or college
Mid-Management Certification preferred
Academically proficient in both English and Spanish

Special Knowledge/Skills

Knowledge of Bilingual/ESOL Program Models and TEA's Bilingual/ESL Guidelines
Knowledge of secondary Texas Essential Knowledge and Skills
Knowledge of all tests administered to EL students and knowledge of scoring of tests
Leadership skills in facilitating teacher and parent meetings
Knowledge of word processor, database, and desktop publishing applications

Major Responsibilities and Duties:

1. Responsible for testing students as required by TEA for program identification, classification, and instructional placement
2. Coordinate all required components of the Language Proficiency Assessment Committee, training, intake, testing, classifying for instructional placement.
3. Schedule LPAC meetings recruit membership and maintain comprehensive records (sign-in sheets, agendas, handouts) in LPAC binder of all meetings
4. Work with counselors and other campus staff to ensure that Immigrant and English Learner students are correctly placed in approved courses as determined by LPAC.
5. Utilize multiple student assessment measures to inform instructional intervention

- strategies and accelerated instructional placement.
6. Implement a comprehensive plan to develop, maintain and effectively utilize
 7. Accelerated Educational Learning Plans for ESOL and M1/M2 students.
 8. Coordinate PEIMS reporting for immigrant and English Learner students
 9. Work with counselors to ensure that English Learner and immigrant student graduation plans, progress toward graduation and planning for career path is fully coordinated.
 10. Work with campus testing coordinator, ALS staff to ensure that EL students are observed and tested with the TELPAS as per federal and state requirements and maintain documentation of TAKS exempted students and number of years in US schools

Other Duties:

11. Run the ESOL Accelerated Learning Lab and provide teachers with a schedule
12. Coordinate the monitoring of student cumulative folders to ensure that documentation is current and complete.
13. Ensure the full articulation of English Learner database by ensuring that Immigrant/Migrant and English Learner student profiles are current.
14. Act as a resource for teachers in the area of ESOL program materials, texts and software.
15. Maintain inventory at CHS for all ESOL materials and educational supplies
16. Work collaboratively with campus teams and university partners/Region 19 to recruit and enroll teachers to participate in ESOL certification program.
17. Assist in the planning and implementation of Teachers Summer Institutes.
18. Disseminate ALS/TEA information to ESOL CHS staff
19. Maintain comprehensive records (sign-in sheets, agendas, handouts) of all Professional Development sessions attended by teachers, parents and administrators.
20. Assist with the completion of all necessary reports for the High School ESOL program.
21. Coordinate with External Evaluator to conduct surveys focus groups or other evaluation activities.
22. Work collaboratively with Bilingual Lead Teacher and ALS Director to pool resources and intellectual capacity to fully implement components of ESOL program.
23. Perform other duties as may be assigned.

Supervisory Responsibilities:

None

Equipment Used:

Copier, personal computer, laptop, and audiovisual equipment, such as enfocus, Elmo, etc.

Terms of Employment: Ten (10) months, 202 days.

Salary: District Teacher pay scale

Evaluation: Performance of this job will be evaluated in accordance with provisions of board policy.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required.

I HAVE READ AND UNDERSTAND THIS BOARD-APPROVED JOB DESCRIPTION. I ALSO UNDERSTAND THAT MY PERFORMANCE EVALUATION WILL BE BASED ON THESE DUTIES AND RESPONSIBILITIES.

Employee Signature

Date

Reviewed by _____ **Date**

Approved by _____ **Date**

*Canutillo Independent School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in its employment practices or in providing education services, activities, and programs, including vocational programs. For additional information regarding Canutillo Independent School District's policy of nondiscrimination contact:
Renee O'Donnell, (915) 877-7423, 7965 Artcraft Road, El Paso, Texas 79932.*

Canutillo Independent School District Personnel Requisition Form

REQUIREMENTS

Campus/Division/Dept: CHS Date 4/11/07

New Board Approved Position(s): yes no No. of Position(s): 1

Position Title: Counseling Clerk Full-time Part-time
Exempt Non-exempt

Pay Grade: CIP 3 Salary Range: \$9.42 - \$11.78

Funding: Comp/HS Allotment

Work Calendar: 202 Reports to: Principal

REMARKS/COMMENTS

Justification:

POSITION PROFILE (May include a job description)

Job description on file - RO'S
Education/Credentials/License Requirements (Major/Minor, if applicable)

Knowledge/Skill/Abilities (Job-related)

Working Conditions/Restrictions:

CONCURRENCES

Signed *Pam Padis* 4-11-07
Superintendent Date

Signed *[Signature]* 4/11/07
Associate Superintendent Date

Signed *Kevin O'Donnell* 4/11/07
Human Resources Executive Director Date

Signed *[Signature]* 4/11/07
Comptroller Date

Signed _____
Originator Date

**CANUTILLO INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: Counselor Data Clerk

Wage/Hour Status: Nonexempt

Reports to: High School Principal

Pay Grade: CPPG3

Dept./School: Assigned Campus

Date Initiated: April 18, 2007

Primary Purpose:

Maintain current transcripts, assist the counselor clerk to facilitate the efficient operation of the school counseling office, and provide clerical services to professional staff.

Qualifications:

Education/Certification:

High school diploma or GED Equivalent

Special Knowledge/Skills:

- Proficient work processing and file maintenance skills.
- Effective organizational, communication, and interpersonal skills.
- Ability to use personal computer and software to develop spreadsheets and databases, and do word processing.
- Bilingual capabilities preferred.

Experience:

- Must be eligible for employment in the United States.
- Two years (2) secretarial experience, preferably in a public education environment.

Major Responsibilities and Duties:

1. Maintain current transcripts
2. Act as receptionist for Counselor's office.
3. Receive and route incoming phone calls.
4. Perform general clerical duties for all school Counselors.
5. Run and/or assist with the operation of copy machine.
6. Create new student files and ensure completeness of records.
7. Assist with the registration of new students, including requesting and sending student records, setting up cumulative folders, and entering student data into appropriate databases or computer programs.
8. Prepare requisitions, correspondence, and transcripts for the counseling department using typewriter or personal computer.

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Job Description
Counselor Clerk

9. Assist with processing changes and adjustments to student schedules under Counselor's supervision.
10. Act as interpreter when needed.
11. Provide mailing and cumulative labels for folders.
12. Provide records of vocational students at El Paso Tech.
13. Provide reports for teachers, counselors, and administration.
14. Provide Attendance office with grades and student information as needed.
15. Provide Immigrant Report for counselors and administrators.
16. Prepare documents and lists for honor roll, awards assemblies, and other student recognition programs.
17. Record student information, including test scores and final grades, on permanent records.
18. Advertise scholarships, provide and assist students with the necessary applications and to meet deadlines. Keep a log of all scholarship recipients and provide report to principal.
19. Assist students, parents, and teachers including distributing testing, scholarship, and other college materials.
20. Maintain, keep a log, and file results of all students who order credit by exams, date when received exam, and date allowed for student to take exam.
21. Assist students in filling out Financial Aid information.
22. Assist students with university applications submissions, filling out Financial Aid information, and provide updated catalogues from universities for students and faculty.
23. Provide and maintain, PSAT, SAT, and ACT registration packets, assist in the completion and submission of packets, files test reports and post results.
24. Assist counselor with scheduling of Admissions, Review, and Dismissal Committee (ARD) meetings and appointments.
25. Responsible for providing TASK information to faculty; filing TASK results. Maintain and monitor lists for TASK testing.
26. Perform other duties as assigned by supervisor.

Other

27. Receive, distribute, and ensure security and confidentiality of testing materials.
28. Maintain college information library.
29. Maintain confidentiality.
30. Cross train with registrar to assume responsibilities in their absence.

Supervisory Responsibilities:

Supervise the Counseling Department courtesies.

Equipment Used:

Computer, printer, copier, fax machine, and shredder.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress; working with frequent interruptions, Repetitive hand motions; prolonged use of computer.

**Job Description
Counselor Clerk**

Evaluation:

Performance of this job will be evaluated in accordance with provisions of board policy.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required.

I HAVE READ AND UNDERSTAND THIS BOARD-APPROVED JOB DESCRIPTION. I ALSO UNDERSTAND THAT MY PERFORMANCE EVALUATION WILL BE BASED ON THESE DUTIES AND RESPONSIBILITIES.

Employee Signature

Date

Reviewed by _____ Date _____

Reviewed by _____ Date _____

Administrative approval _____ Date _____

Canutillo Independent School District Personnel Requisition Form

REQUIREMENTS

Campus/Division/Dept: Ams Date 4/11/07

New Board Approved Position(s): yes no No. of Position(s): 1

Position Title: Counselor Full-time Part-time
Exempt Non-exempt

Pay Grade: A/P 2 Salary Range: \$193.34 - \$241.68

Funding: Comp

Work Calendar: 202 Reports to: Principal

REMARKS/COMMENTS

Justification:

POSITION PROFILE (May include a job description)

Education/Credentials/License Requirements (Major/Minor, if applicable)

Knowledge/Skill/Abilities (Job-related)

Working Conditions/Restrictions:

CONCURRENCES

Signed [Signature] 4-11-07
Superintendent Date

Signed [Signature]
Associate Superintendent Date

Signed [Signature] 4/11/07
Human Resources Executive Director Date

Signed [Signature] 4/11/07
Comptroller Date

Signed _____
Originator Date

Job Title: Speech, Hearing, & Language Pathologist
Wage/Hour Status: Exempt
Reports to: Special Ed Director
Pay Grade:
Dept. /School: School Improvement Division
Date Revised: February 1, 2007

Primary Purpose:

Implements a program of speech therapy and language development to remediate speech, hearing and language difficulties, and to encourage adequate oral communication skills in students who have deficits in these areas.

Qualifications:

Education/Certification:

Master's degree from accredited university
Appropriate State Certification and/or State Licensure

Special Knowledge/Skills:

Experience:

Must be eligible for employment in the United States

Major Responsibilities and Duties:

1. Coordinates services and demonstrates flexibility achieving maximum efficiency in scheduling and service delivery.
 2. Determine eligibility for speech-language service through review of referral information, observation and assessment data. Prepare evaluation reports in compliance with federal, state and District requirement.
 3. Provides speech therapy addressing the student's individual educational objectives in the areas of articulation, language, fluency and voice.
 4. Selects, produces and utilizes appropriate materials and technology to meet student's needs.
 5. Use appropriate technology to increase therapeutic effectiveness and maintenance of required documentation.
 6. Models, evaluates and provides feedback on student progress during instruction.
 7. Monitors student's communication skills in various settings.
 8. Maintains discipline during speech therapy conducive to a positive learning environment.
 9. Uses management practices that promote positive teamwork and mutual respect with staff, students and parents.
 10. Adheres to policies and procedures in accomplishing campus goals.
 11. May supervise Speech Language Pathologist Interns and/or Licensed Assistants according to the guidelines of the American Speech and Hearing Association (ASHA).
 12. May provide supervision of UTEP students at the campus level.
 13. Complies with federal and state laws, district policies and procedures regarding all areas of speech/language services.
 14. Prepares reports and maintains accurate and complete records as required by administrative regulation, special education, and TEA.
-
-

Reviewed by _____ Date _____

Approved by _____ Date _____

15. Maintains professionalism in conducting Admission, Review and Dismissal (ARD) Committee meetings.
16. Works cooperatively with community/private agencies and resources to provide appropriate services for the student.
17. Complies with Medicaid procedures, in a timely manner.
18. Maintains student working files while insuring the integrity and confidentiality of student data.
19. Administers in-depth assessment using appropriate diagnostic instruments in all areas of communication.
20. Prepares an accurate speech-language assessment report.
21. Interprets assessment data and makes recommendations of therapeutic objectives for the development of the student's Individual Educational Plan (IEP).
22. Accurately prepares needed documentation to be presented at the ARD meeting.
23. Maintains and develops IEP's in correlation with Progress Reports and Lesson Plans.
24. Plans, conducts and participates in professional development as it relates to speech and language issuers.
25. Maintains knowledge of current literature and incorporates applicable therapy techniques.
26. Comply ewith State Board of Examiners for Speech-Language Pathology and Audiology rules.
27. Participates in district, campus and departments committee meetings.
28. Assumes othe appropriate duties as assigned by the Director of Special Education.

Other

Supervisory Responsibilities:

Equipment Used:

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent standing, stooping, bending, kneeling, pushing, and pulling; regular heavy lifting of students; biological exposure to bacteria and communicable diseases.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of board policy.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required.

I HAVE READ AND UNDERSTAND THIS BOARD-APPROVED JOB DESCRIPTION. I ALSO UNDERSTAND THAT MY PERFORMANCE EVALUATION WILL BE BASED ON THESE DUTIES AND RESPONSIBILITIES.

Employee Signature

Date

Canutillo Independent School District Personnel Requisition Form

REQUIREMENTS

Campus/Division/Dept: School Imp. Date 4/11/07

New Board Approved Position(s): yes no No. of Position(s): 5

Position Title: Instructional Coord. Full-time Part-time
Exempt Non-exempt

Pay Grade: A/P 3 Salary Range: \$204.94 - \$256.18

Funding: Title 1

Work Calendar: 202 Reports to: Principal

REMARKS/COMMENTS

Justification:

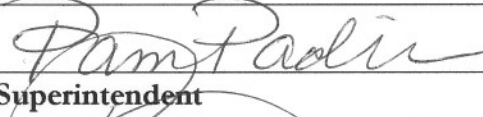


POSITION PROFILE (May include a job description)

Education/Credentials/License Requirements (Major/Minor, if applicable)

Knowledge/Skill/Abilities (Job-related)

Working Conditions/Restrictions:

CONCURRENCES

Signed		<u>4-11-07</u>
	Superintendent	Date
Signed		<u>4/11/07</u>
	Associate Superintendent	Date
Signed		<u>4/11/07</u>
	Human Resources Executive Director	Date
Signed		<u>4/11/07</u>
	Comptroller	Date
Signed		
	Originator	Date

CANUTILLO INDEPENDENT SCHOOL DISTRICT JOB DESCRIPTION

Job Title: Campus Instructional Coordinator **Wage/Hour Status:** Exempt
Reports to: Principal **Pay Grade:** A/P 3 ESEA Title I, Part A funded
Dept./School: Assigned Campus and Level **Date Revised:** April 4, 2007

Primary Purpose:

Manages accelerated instruction services for students not meeting local and state standards. Assists the administration in the development, implementation, evaluation, and improvement of the academic program and technology services

Qualifications:

Education/Certification:

1. Master's Degree
2. Mid-Management or Texas Assistant Principal Certificate preferred
3. Certified Professional Development and Appraisal System (PDAS)
4. Appraiser

Special Knowledge/Skills:

1. Strong organizational, communication, presentation and interpersonal skills
2. Experience in school improvement initiatives
3. Experience in curriculum development and implementation
4. Ability to analyze information in order to improve student performance
5. Successful experience with meeting the needs of students in at-risk situations, with special emphasis on English Learners
6. Proven mastery of various software programs

Experience:

3-5 years experience as a classroom teacher, preferred at the level of the campus assignment

Major Responsibilities and Duties:

Instructional Management

1. Develop and manage accelerated instruction services for students not meeting local and state standards
2. Assist administration in reviewing curriculum and instructional plans and in observing and monitoring instructional practices to assure that the appropriate curriculum and effective instruction is being delivered in each classroom
3. Work with teachers to design effective learning experiences for students
4. Work with teachers and personnel at other campuses to develop and implement local assessments as per Board Policy EIE (LOCAL)
5. Collect and use evidence to evaluate and improve the design, materials, and implementation of the curriculum and instructional programs
6. Assist campus summer school administrator

Job Description
Campus Instructional Coordinator

School/Organizational Improvement

7. Assist the administration in developing short and long range plans to improve the academic program, based upon information analysis
8. Set goals and objectives collaboratively with staff
9. Participate in the development of the campus improvement plan with staff, parents, and community members
10. Assist the administration to develop, maintain, and use information systems to maintain records in order to track progress on student performance, campus performance objectives and academic excellence indicators
11. Conduct campus needs assessment for technology related initiatives
12. Participates as a member of the campus and district technology committee.
13. Prepares the campus technology plan on a yearly basis

Personnel Management

11. Observe employee performance, records observations and provides appraisers with cumulative data for the teacher appraisal system.
12. Orient new staff to the curriculum and instructional programs on campus.
13. Oversee mentor and new teacher program at the campus to ensure appropriate mentoring of new teaching staff and provide feedback to the Employee Development Coordinator.
14. Oversee the campus new teacher groups as part of the district's teacher induction program and provide feedback to the Employee Development Coordinator.

Student Management

15. Assist administration, counselors and teachers in the assessment and placement of students in accelerated instruction programs
16. Monitor attendance of students assigned to tutorial programs
17. Provide for the evaluation and reporting of progress of students receiving accelerated instructional services
18. Monitor student performance in the academic program, using local, state, and national indicators

Staff Development

19. Assist in and monitor the development of the ability of all teachers to provide TEKS-based instruction and to prepare students to be successful on local, state, and national assessments
20. Ensure continuous renewal of curriculum and instructional policies and methods
21. Assist administration with the installation of new programs, reviewing and evaluating new program guides with appropriate personnel
22. Pursue and encourage the development of innovative curriculum and instructional programs
23. Train and lead teachers in studying the state curriculum and revising curriculum

Job Description
Campus Instructional Coordinator

24. Other duties as assigned

Supervisory Responsibilities:

None

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

1. Maintain emotional control under stress; frequent prolonged and irregular hours; frequent district-wide travel
2. May be transferred to another campus

Terms of Employment:

Eleven (11) months, 202 days of employment or as determined by the Board of Trustees.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of board policy.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required.

I HAVE READ AND UNDERSTAND THIS BOARD-APPROVED JOB DESCRIPTION. I ALSO UNDERSTAND THAT MY PERFORMANCE EVALUATION WILL BE BASED ON THESE DUTIES AND RESPONSIBILITIES.

Employee Signature

Date

=====

Reviewed by _____ Date _____

Administrative Approval by _____ Date _____

Canutillo Independent School District Personnel Requisition Form

REQUIREMENTS

Campus/Division/Dept: Student Support Date 4/11/07

New Board Approved Position(s): yes no No. of Position(s): 1

Position Title: HSEP Coordinator Full-time Part-time
Exempt Non-exempt

Pay Grade: A/P 3 Salary Range: \$204.94 - \$256.18

Funding: State Comp

Work Calendar: 226 221 Reports to: Executive Director

REMARKS/COMMENTS

Justification:

POSITION PROFILE (May include a job description)

Education/Credentials/License Requirements (Major/Minor, if applicable)

Knowledge/Skill/Abilities (Job-related)

Working Conditions/Restrictions:

CONCURRENCES

Signed Pam Padin 4-11-07
Superintendent Date

Signed [Signature] 4/11/07
Associate Superintendent Date

Signed Renee O'Donnell 4/11/07
Human Resources Executive Director Date

Signed [Signature] 4/11/07
Comptroller Date

Signed Margarita Amendez 4-11-07
Originator Date

**CANUTILLO INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title:	High School Equivalency Program Coordinator	Wage/Hour Status:	Exempt
Reports to:	Executive Director for Student Support	Pay Grade:	A/P 3
Dept./School:	Student Support Division	Date Revised:	February 23, 2007

Primary Purpose:

Coordinate the district program for students in at-risk situations. Collaborate with district staff and outside personnel to provide educational and career opportunities for students in at-risk situations.

Qualifications:

Education/Certification:

Bachelor's degree with Special Education Certification, preferred

Special Knowledge/Skills:

Ability to organize and coordinate districtwide program

Ability to interpret data

Knowledge of curriculum and instruction

Strong organizational, communication, and interpersonal skills

Experience:

Three years experience as a classroom teacher

Major Responsibilities and Duties:

Program Management

1. Implement procedures to monitor at-risk students who have been determined to be truant.
2. Act as Canutillo Independent School District representative at the Justice of the Peace truancy proceedings.
3. Follow up students' attendance on TEAMS System and share information with truant officer.
4. Coordinate the High School Equivalency Program (HSEP).
5. Develop a continuing evaluation of the HSEP and implement changes based on the findings.
6. Create and maintain an HSEP program manual.
7. Oversee the enrollment of students in the HSEP and submit reports to the CHS registrar during students' enrollment and upon completion of GED.
8. Ensure that HSEP students are appropriately coded in PEIMS
9. Track data on students' progress in the HSEP.

9. Provide GED instructor current testing calendars and program information.
10. Consult with parents, administrators, counselors, teachers, community agencies, and other relevant individuals regarding students in at-risk situations as needed.
11. Submit to the High School Registrar copies of the certificates of HSEP completers and coordinate Completion Ceremonies.

Budget and Inventory

12. Assist in compiling budget and cost estimates based on documented program needs.
13. Ensure that programs are cost-effective and that at risk funds are managed wisely.
14. Provide resources and materials to aid staff in accomplishing program goals.

Policy, Reports, and Law

15. Work with campus staff to assure accurate PEIMS reporting for HSEP students and to assure an adequate tracking of at-risk students.
16. Assist with the collection, processing, and distribution of data regarding truant and HSEP students and interpret this information for guidance, administrative, and instructional purposes.
17. Compile maintain, and file all physical and computerized reports, records, and other documents required.
18. Comply with policies established by federal and state law, State Board of Education rule, and the local board policy.

Supervisory Responsibilities:

None.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent prolonged and irregular hours. Frequent districtwide travel.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of board policy.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required.

I HAVE READ AND UNDERSTAND THIS BOARD-APPROVED JOB DESCRIPTION. I ALSO UNDERSTAND THAT MY PERFORMANCE EVALUATION WILL BE BASED ON THESE DUTIES AND RESPONSIBILITIES.

Employee Signature

Date

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by P. Padua

Date 2-23-07

Reviewed by Kevin O'Connell

Date 2/23/07

CANUTILLO INDEPENDENT SCHOOL DISTRICT

JOB DESCRIPTION

Job Title: Auxiliary Staff Specialist

Wage/Hour Status: Nonexempt

Reports To: Human Resources Executive Director

Pay Grade: C/P 7

Division/School: Human Resources

Date Revised: February 22, 2007

Primary Purpose:

Process all employment actions concerning the Manual Trades employees, Student Resources non-professional staff, and district clerical staff. Reconcile and assign annual salary amounts and assist in calculating pay increases for distribution to employees annually. Ensure clerical staff meets district testing requirements.

Qualifications:

Education/Certification:

High School Diploma, Associate's degree, preferred

Special Knowledge and Skills:

Working knowledge of computer hardware and software applications such as Excel, Word, and Access

Must type 50 words per minute

Working knowledge of the Fair Labor Standards Act (FLSA)

Working knowledge of employee compensation plans

Eligible for employment in the United States

Experience:

Three (3) years clerical experience in Human Resources or other related area

Major Responsibilities and Duties:

General

1. Work positively and cooperatively with all school personnel.
2. Maintain updated knowledge of school board policy, administrative regulations, T.E.A. requirements, and the Fair Labor Standards Act (FLSA).
3. Submit required reports to state agencies as applicable including responding to all surveys in regard to hourly employees.

Auxiliary Specialist

Auxiliary Personnel Duties

1. Manage all human resources employee actions involving the Manual Trades family, Student Resources non-professional staff, and District clerical staff.
2. Verify qualifications needed by applicants for new positions.
3. Assist principals and executive director of human resources in assignment and reassignment of assigned personnel.
4. Support the hiring process by maintaining a database and history file of all assigned applicants.
5. Maintain all data processes as required by the District information management system.
6. Coordinate with the division administrative assistant on all District vacancy notices to include job descriptions for postings.
7. Using the supervisor Request for Posting information, prepare posting information utilizing accurate and current job descriptions for assigned personnel following all policy and employment law.
8. Coordinate and disseminate various categories of evaluations and assurance letters for assigned non-exempt employees.
9. Periodically review assigned personnel records to ensure compliance with all rules and regulations.
10. Prepare new-hire packets and participate in the training of new hires including processing new hires insuring all employment paperwork is complete and accurate.
11. Coordinate, schedule, administer, and evaluate the Basic Skills Clerical Test, the Para Pro Internet Assessment and other clerical tests, as needed.
12. Process exit packets and resignations; file exit reports for Employee Development Coordinator review.
12. Prepare payroll change information including salary changes, termination, and new employee assignments.

Other Duties

1. Record and respond to all Open Records Act requests including preparation of reports as needed.
2. Approve stipend pay for paraprofessionals who attain college hours.
3. Assist in preparing and maintaining employee service records.

Auxiliary Specialist

- 4. Manage the records storage and destruction process for the HR records following established records retention schedule and requirements of the Texas State Library and Archives Commission.
- 5. Assist with the purging of records and coordinate electronic storage of inactive HR records.
- 6. Assist with the scanning of employee records into the document management system.
- 7. Prepare correspondence, forms, records, and reports using personal computer and typewriter.
- 8. Compile pertinent data as needed when preparing various federal, state, and local reports.
- 9. Assist with the preparation and distribution of employment contracts.
- 10. Assist with employee processing as needed.
- 11. Process Crystal Reports.

Supervisory Responsibilities:

None

Equipment Used:

Computer, printer, telephone, copier, fax machine, shredder

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors

Work with frequent interruptions; maintain emotional control under stress when meeting deadlines. Must be able to communicate effectively and meet established deadlines.

Repetitive hand motions; prolonged use of computer.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of board policy.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required.

I have read and understand this job description. I also understand that my performance evaluation will be based on these duties and responsibilities.

Employee Signature

Date

Auxiliary Specialist

Reviewed by Lenie O. Donnell Date 3/8/07

Administrative Approval by _____ Date _____

Canutillo Independent School District Personnel Requisition Form

REQUIREMENTS

Campus/Division/Dept: Business Services Division Date April 9, 2007

New Board Approved Position(s): yes no No. of Position(s): one

Position Title: Accountant Full-time Part-time
Exempt Non-exempt

Pay Grade: AP2 Salary Range: \$193.34 to \$241.68 daily rate

Funding: Local Funds

Work Calendar: 226 Days Reports to: Executive Director-Business Services

REMARKS/COMMENTS

Justification:

The Business Services Division needs assistance with bank reconciliations, federal reporting, accounting, staff development, fund raising review, preparing for the external auditors and verifying inventory sheets. This position will allow the Division to keep up with the expanding financial needs of the District.

POSITION PROFILE (May include a job description)

Education/Credentials/License Requirements (Major/Minor, if applicable)

Required Bachelor's in Business Administration (BBA)-emphasis in Accounting
Three to five years of accounting experience in governmental accounting, PK-12 education preferred.


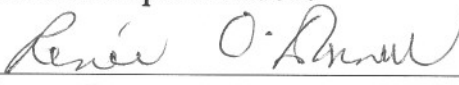
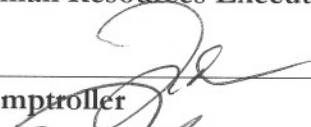
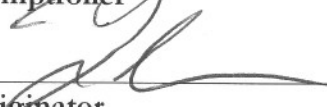
Knowledge/Skill/Abilities (Job-related)

Knowledge of governmental accounting and auditing principals
Knowledge of Texas Education Agency's Financial Accounting Resource Guide (FASG)
Effective communication and interpersonal skills

Working Conditions/Restrictions:

Repetitive hand motions; prolonged use of computer

CONCURRENCES

Signed		<u>4-11-07</u>
	Superintendent	Date
Signed	Associate Superintendent	Date
Signed		<u>4/11/07</u>
	Human Resources Executive Director	Date
Signed		<u>4/11/07</u>
	Comptroller	Date
Signed		<u>4/9/07</u>
	Originator	Date

Job Title: Accountant
Reports to: Business Manager/Executive Director
Dept./School: Business Services

Wage/Hour Status:
Pay Grade: Professional PG AP2
Date Revised:

Primary Purpose:

Perform general accounting work relating to the preparation, administration, and control of the district financial resources; to include fund raising activities and performing inventory checks at campuses and departments.

Qualifications:

Education/Certification:

Bachelor's in Business Administration, with an emphasis in Accounting (BBA), required

Special Knowledge/Skills:

Knowledge of governmental accounting and auditing principles established by the Governmental Accounting System Board (GASB)

Knowledge of Texas Education Agency's Financial Accounting Resource Guide (FARG)

Ability to analyze and interpret financial data

Ability to analyze and evaluate accounting problems, develop data and recommend improvements

Knowledge of computerized accounting systems and management information systems

Ability to use personal computer and software to develop complex accounting reports, spreadsheets, and databases

Ability to work with numbers in an accurate and rapid manner

Effective communication and interpersonal skills

Experience:

Three to five years accounting experience in governmental accounting, PK-12 education preferred

Major Responsibilities and Duties:

Accounting

1. Review the general ledger on a monthly basis and notify campus principals, department supervisors of any negative balances or other outstanding items.
2. Prepare journal entries and budget transfers for approval by the Executive Director for Business Services or Business Manager.
3. Assist the Executive Director of Business Services with the preparation of balance sheets, income statements, consolidated statements, and other statements and reports.

4. Prepare budget variance report of all salaried accounts to project ending balances for analytical review. This analysis will be provided to the Executive Director for Business Services for budget review and action.
5. Prepare on a monthly basis, or when required, federal and state reports to granting agencies for reimbursement.
6. Initiate bank wire transfers, bank book transfers, and other depository functions for recording purposes.
7. Prepares monthly bank and investment reconciliations for review by the Business Manager.
8. Assist the Business Manager with preparation of audit work papers for the external auditors.
9. Review and monitor campus and department fund raising accounts, activities, and financial reports.
10. Post all journal entries to the general ledger whenever the Business Services Division receptionist is not available.
11. Other duties as assigned by the Executive Director for Business Services or Business Manager.

Administration

12. Work with administrators, principals, directors, and staff regarding accounting and fund raising issues.

Records and Reports

13. Record, store, and analyze information using accounting software.
14. Prepare timely audit schedules and financial statement reports according to federal, state, and GASB standards.
15. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including auditable records and financial statements.

Other

16. Perform bi-monthly physical inventory review of campus and department inventory sheets. Reports any discrepancies and findings to the Executive Director for Business Services/Principal/Director/Internal Auditor.
17. Investigate any reported thefts of district property at the campuses and departments. To include issuing a report on the circumstances and reported corrective action.
18. Assist with training campus and department personnel on district policies and regulations pertaining to the business functions.
19. Other duties as assigned.

Supervisory Responsibilities:

None.

Equipment Used:

Personal computer, printer, fax machine, copier, and calculator.

Working Conditions:

Mental Demands/Physical Demands/Environmental Demands:

Repetitive hand motions; prolonged use of computer.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____

Canutillo Independent School District Personnel Requisition Form

REQUIREMENTS

Campus/Dept: School Resources Division Date April 3, 2007

New Board Approved Position(s): yes no No. of Position(s): 1

Position Title: School Resource Technology Specialist Full-time Part-time
(tentative position title) Exempt Non-exempt

Pay Grade: A/P 3 Salary Range: _____

Funding: Title I

Length of Work Year: : 197 days Start Date: _____

Newspaper Advertisement: yes no

REMARKS/COMMENTS

Justification: As new curriculum systems continue to be implemented in the school district the School Resources Division finds itself in need of an individual that is familiar with both curriculum and the new uses of teaching, testing and staff development online.

POSITION PROFILE (May include a job description)

See attached proposed Job Description

Education/Credentials/License Requirements (Major/Minor, if applicable)

-
-

Knowledge/Skill/Abilities (Job-related)

Certified Teaching credentials

Working Conditions/Restrictions:

CONCURRENCES

Signed D. Padilla 4-11-07
Superintendent Date

Signed _____
Asst. Superintendent Date

Signed Kevin O'Donnell 4/11/07
Human Resources Executive Director Date

Signed [Signature] 4/11/07
Comptroller Date

Signed MARTHA VEALE 4/3/07
Originator Date

CANUTILLO INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION

Job Title: School Resources Facilitator or School Resources Specialist
Wage/Hour Status: Exempt
Reports To: Executive Director of School Resources
Pay Grade: Teacher Pay Scale
Div/Dept/School: Division of School Resources
Date: April 3, 2007

Job Summary:

Under general direction, the purpose of the position is to perform district and school-based duties associated with program coordination. The main role of the School Resource Facilitator-Specialist will be to assist campuses district-wide in the integration of curriculum with school resources which will include the integration of technology. The School Resource Facilitator-Specialist will work with Campus Instructional Specialists to provide curriculum based instruction to teachers in the areas of online teaching, testing and staff development.

Qualifications:

Education/Certification

1. Valid Teaching Certificate.
2. Bachelor degree in education with an emphasis in Science, Mathematics or Technology.
3. Working knowledge of various software applications and integration into the subject area.
4. Working knowledge of learning styles and skill in using varied teaching methods.
5. Five years teaching experience.
6. Five years experience as a trainer or staff development facilitator.
7. Must be eligible for employment in the United States.

Major Responsibilities and Duties:

Planning and Preparation

1. Establish short and long-range plans based on goals that support the District Strategic Plan.
2. Design and conduct school/campus needs assessments.
3. Collaborate with school staff and administration to develop a plan based on goals that support student needs, the District's Strategic Plan, District's Technology Plan and District initiatives.
4. Assist in planning and preparing staff development activities that contribute to a climate

where students are actively engaged in meaningful learning experiences.

Instructional Collaboration

5. Assist teachers with planning lessons, units of study using technological tools.
6. Support highly qualified teachers and paraprofessionals through staff development opportunities.
7. Assist teachers with technology integration at all grade levels and subject areas.
8. Assist in implementing district technology goals and skills at all grade levels.
9. Collaborate with Campus Administrators to enhance the instructional environment.
10. Skill in oral and written communication with staff members.

Assessment and Evaluation

11. Working knowledge of prescribed curriculum.
12. Working knowledge of current education research.
13. Ability to analyze required program information as needed.
14. Provide support and assessment strategies to evaluate school resource needs.
15. Establish and maintain accurate and efficient record keeping procedures in a timely fashion.

Staff Development

16. Conduct instructional technology staff development in technology integration, online teaching/testing/staff development.
17. Design staff development modules.
18. Attend relevant meetings and conferences as requested.
19. Assist with district technology committee goals.

Professional Responsibilities

20. Provides informational sessions to district managers and administrators, produces visual materials and handouts.
21. Assist teachers with planning lessons, units of study using technological tools.
22. Perform other tasks and accepts other responsibilities as may be assigned.
23. Attend district, state, and national meetings to provide up to date techniques and programs.
24. Model professional and ethical standards consistent with the Code of Ethics and Principles of Professional Conduct of Education.
25. Support school improvement initiatives.
26. Maintain confidentiality.
27. Perform all other duties as assigned.

Physical Requirements

- 28. Light work – exerting up to 30 pounds of force occasionally, and/or up to 20 pounds of force as frequently as needed to move and lift objects.
- 29. District travel required.
- 30. Possibility of non-standard hours to include late evenings and weekend work.

Material and Equipment Used

Use of computer and peripheral equipment, television studio cameras, camcorders, digital cameras, digital projectors, video tape recorders, video editors, and hand-held technology devices will be required.

Supervision: None

Terms of Employment: 197 days (need 5 days before school yr begins and 5 days after school yr ends)

Salary: District Teacher pay scale commensurate with experience as approved by the Board of Trustees. Funded through ESEA Title I, Part A funds.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required.

I HAVE READ AND UNDERSTAND THIS BOARD-APPROVED JOB DESCRIPTION. I ALSO UNDERSTAND THAT MY PERFORMANCE EVALUATION WILL BE BASED ON THESE DUTIES AND RESPONSIBILITIES.

Employee Signature

Date

Reviewed by

Date

Approved by

Date

**CANUTILLO INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: District Lead Custodian **Wage/Hour Status:** Exempt
Reports to: Executive Director for Facilities & Transportation **Pay Grade:** MTPG 7
Dept./School: Facilities & Transportation **Date Revised:** February 21, 2007

Primary Purpose:

Act as liaison with campus lead custodians, principals and other site supervisors, personnel in the Facilities & Transportation Department, and third party contractor to establish cleaning schedules, procedures, and custodial preventive maintenance plan. Work cooperatively to establish and maintain a high standard of safety, cleanliness, and efficiency of building operations. Manage centralized custodial budget. Coordinate the implementation of contract for custodial supplies and training with third party provider. Coordinate the purchase, use, and servicing of custodial equipment. Serve as short term substitute custodian at each facility and in each custodial position and schedule, as needed. Monitor custodial and site-based preventive maintenance services for all district facilities.

Qualifications:

Education/Certification:

Associate's Degree or equivalent
Valid Texas driver's license

Special Knowledge/Skills:

Knowledge of routine custodial practices and methods
Knowledge of equipment, chemicals, and materials used in cleaning processes
Knowledge of minor repair techniques and building and grounds maintenance
Knowledge of email, word processing, spreadsheet, and database applications
Ability to analyze problems and design solutions
Ability to manage personnel and resolve conflicts
Effective verbal and written communication skills
Effective planning and organizational skills

Experience:

Five years experience in custodial or related services
Two years supervisory experience

Major Responsibilities and Duties:

Custodial Management

1. Work cooperatively with principals and other site supervisors to ensure a high standard of safety, cleanliness, and efficiency of building operations.
2. Act as primary district contact for contracted custodial operations services. Coordinate implementation of third party services. Assist in formative and summative evaluations of third party provider.

Job Description
District Lead Custodian
Page 2

3. Utilize third party software to monitor and improve custodial operations. Train lead custodians at campuses and principals and other site supervisors to utilize the software.
4. Assist in the development of schedules and procedures for the regular custodial care of all district facilities. Monitor effectiveness of established schedules and procedures.
5. Assist in the development of preventive maintenance plan for all district facilities to include: basic general odd jobs, grounds, electrical, interior and exterior surfaces, HVAC systems, exhaust systems, plumbing, and roofing.
6. Utilize the work order system to request services from the Maintenance Department and manage custodial services needed for special events.
7. Contribute to the inspection of all district buildings and facilities and initiate or recommend changes in cleaning schedules and preventive maintenance as needed.
8. Arrange for and monitor training and orientation to all custodians in cleaning procedures and proper use of chemicals and equipment. Provide such training to new hires and substitutes. Maintain training records.
9. Act as a short term substitute custodian in all district facilities, as needed. Arrange for substitute custodians, as needed, by contracting or other appropriate means.
10. Monitor use of hand soap at each campus and report usage to principals to assist in district hand washing campaign.
11. Assist in setting up facilities for special events.
12. Schedule and supervise summer custodial projects, including cleaning and refinishing floors. Establish teams, coordinate team training, and supervise the work of the teams.

Safety

13. Operate tools and equipment according to established safety procedures.
14. Ensure that equipment is in safe operating condition. Submit work orders to personnel in the Facilities & Transportation Division, as needed.
15. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
16. Monitor conditions of facilities, coordinate activities to correct unsafe conditions and report any conditions that are not correctable to supervisor immediately.

Inventory and Equipment

17. Test and recommend custodial supplies and equipment to be used.
18. Develop tool kits for each campus and site.

Job Description
District Lead Custodian
Page 3

19. Monitor orders for supplies from campus lead custodians and other site custodians, and maintain accurate records.
20. Maintain inventory of custodial equipment, including tool kits. Prepare, implement, and maintain preventive maintenance schedules for custodial equipment. Recommend replacement of existing equipment.
21. Conduct annual inventory of custodial equipment and supplies.

Other

22. Make recommendations to district leadership regarding changes to third party contract, full time equivalents, schedules, and job descriptions for next fiscal year.
23. Make recommendations to district leadership regarding what teachers, students, and volunteers can do to contribute to clean facilities, kept in good condition.
24. Study and make recommendations to district leadership regarding the feasibility of establishing a substitute custodian pool or permanent substitute custodial position(s).
25. Coordinate the moving and delivery of district furniture, books, inventory, etc. with the Warehouse Department.
26. Utilize professional knowledge base to provide or organize training sessions for interested parents and employees.
27. Assist in the preparation of centralized custodial budget.
28. Assist in recruiting, screening, testing, selection, training, and evaluation of custodial personnel.
29. Assist principals and site supervisors in the maintenance of accurate information for payroll reporting (time cards, tardiness, and absenteeism).

Supervisory Responsibilities:

Supervise teams of custodians assigned to district wide custodial and preventive maintenance projects. Assist the principals and other site supervisors to evaluate campus lead and other custodians. Assist the Executive Director of Facilities & Transportation to evaluate Maintenance Department staff. Response to District emergencies by being on call 24 hours a day.

Equipment Used:

Computer, scanner, digital camera, fax machine, and PDA. Buffer, stripper, wet and dry vacuum cleaner, electric drill, hand tools, shampooer, lawn mower, edger, and weed eater. Light truck or van.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Frequent walking, standing, climbing, and heavy lifting and carrying. Work outside and inside, on slippery or uneven walking surfaces, and ladders. Exposure to hot and cold temperatures, dust, toxic chemicals and materials. Frequent district wide travel. Multiple and competing priorities.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of board policy.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required.

I HAVE READ AND UNDERSTAND THIS BOARD-APPROVED JOB DESCRIPTION. I ALSO UNDERSTAND THAT MY PERFORMANCE EVALUATION WILL BE BASED ON THESE DUTIES AND RESPONSIBILITIES.

Employee Signature

Date

Reviewed by

Date

Reviewed by

Date

Approved by

Date

CANUTILLO INDEPENDENT SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT
POST OFFICE BOX 100
CANUTILLO, TEXAS

Agenda Item: _____

Date: April 25, 2007

Subject: Career & Technology Education – BJE #3674

Presented By: Tony Reza

Consent Agenda X

ACTION

1. BACKGROUND INFORMATION:

The enclosed budget amendment is to reallocate funds from function 31 to function 21 to provide funds for supplies and travel for the CATE coordinator.

2. SUPERINTENDENT RECOMMENDATION:

The Superintendent recommends approval of the requested budget amendment.

3. ACTION REQUESTED:

The Board of Trustees approves the requested budget amendment.

MOTION _____ SECOND _____

AYES _____ NAYS _____

Date: 4/03/07

Reason:

FUNDING SOURCE: CAREER AND TECHNOLOGY FUNDS

PURPOSE OF AMENDMENT: TO ALLOW CAREER & TECHNICAL COORDINATOR TO ATTEND LEADERSHIP CONFERENCE IN JULY AND PURCHASE OF OFFICE GENERAL SUPPLIES

HOW WILL THIS IMPACT EDUCATION: TO PROMOTE PROFESSIONAL GROWTH

WHAT CAMPUS OR DISTRICT GOALS WILL BE MET: GOAL 3 - ALL STUDENTS WILL BE TAUGHT BY HIGHLY QUALIFIED TEACHERS AND WHERE APPLICABLE QUALIFIED INSTRUCTIONAL AIDES IN SCHOOLS LED AND SUPPORTED BY HIGHLY QUALIFIED ADMINISTRATORS ABLE TO MEET THE NEEDS OF DIVERSE LEARNERS.

Mode: **Change**

F3=Exit

F5=Reset F12=Cancel

Cancel? N

TO: Dr. Pam Padilla, Superintendent

THROUGH: Tony Reza, Executive Director Business Services

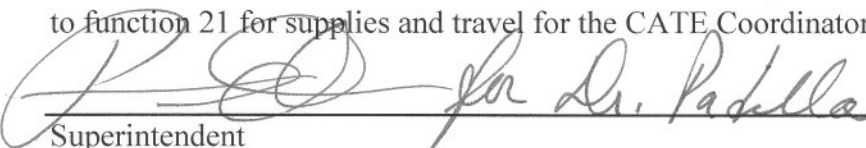
FROM: Kathy Ellis, Assistant Business Manager

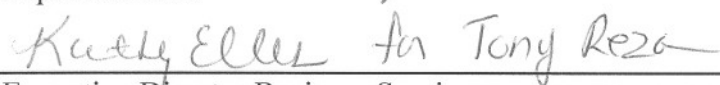
SUBJECT: Career & Technology Department- BJE# 3674

DATE: April 4, 2007

BUDGET CODE	CURRENT BUDGET	CHANGE	AMENDED BUDGET
199.31.6399.70.917.7.22 General Supplies	1,000.00	(1,000.00)	-
199.31.6399.71.917.7.22 General Supplies	500.00	(500.00)	-
199.31.6499.70.917.7.22 Misc Operating Expense	700.00	(700.00)	-
199.31.6499.71.917.7.22 Misc Operating Expense	400.00	(400.00)	-
199.21.6399.00.917.7.22 General Supplies	3,735.00	400.00	4,135.00
199.21.6411.00.917.7.22 Employee Travel	-	2,200.00	2,200.00

REASON FOR AMENDMENT REQUEST - This budget amendment is to reallocate funds from function 31 to function 21 for supplies and travel for the CATE Coordinator.


Superintendent


Executive Director Business Services

4/20/07
Date

4/19/07
Date

CANUTILLO INDEPENDENT SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT
POST OFFICE BOX 100
CANUTILLO, TEXAS

Agenda Item: _____

Date: April 25, 2007

Subject: Alderete Middle School – BJE # 3748

Presented By: Tony Reza

Consent Agenda X

ACTION

1. BACKGROUND INFORMATION:

The enclosed budget amendment is to reallocate funds from functions 11 and 31 to function 23 to purchase two-way radios for the PBSI team.

2. SUPERINTENDENT RECOMMENDATION:

The Superintendent recommends approval of the requested budget amendment.

3. ACTION REQUESTED:

The Board of Trustees approves the requested budget amendment.

MOTION _____ SECOND _____

AYES _____ NAYS _____

Date: 4/13/07

Reason:
FUNDING SOURCE: LOCAL FUNDS

PURPOSE OF AMENDMENT: TO PURCHASE TWO-WAY RADIOS FOR OUR CORE PBSI TEAM

HOW WILL THIS IMPACT EDUCATION: TO INSURE THAT SAFETY MEASURES AND EMERGENCY PROCEDURES MAY BE CARRIED OUT WHEN NEEDED

DISTRICT/CAMPUS GOALS TO BE MET: GOAL4 OF CAMPUS ACTION PLAN: LEARNING ENVIRONMENT WHICH IS SAFE AND VIOLENCE FREE

Mode: **Change** F3=Exit F5=Reset F12=Cancel Cancel? N

TO: Dr. Pam Padilla, Superintendent

THROUGH: Tony Reza, Executive Director Business Services

FROM: Kathy Ellis, Assistant Business Manager

SUBJECT: Alderete Middle School - BE # 3748

DATE: April 19, 2007

BUDGET CODE	CURRENT BUDGET	CHANGE	AMENDED BUDGET
199.11.6398.00.042.7.11 Fixed Assets - Technology	2,200.00	(500.00)	1,700.00
199.11.6494.00.042.7.11 Transportation Charges	3,000.00	(152.00)	2,848.00
199.11.6399.00.042.7.11 General Supplies	37,504.00	(1,560.00)	35,944.00
199.11.6398.21.042.7.11 Fixed Assets - Technology	100.00	(100.00)	-
199.11.6499.22.042.7.11 Misc Operating Expense	100.00	(100.00)	-
199.31.6499.00.042.7.11 Misc Operating Expense	300.00	(60.00)	240.00
199.31.6399.00.042.7.99 General Supplies	600.00	(600.00)	-
199.23.6399.00.042.7.99 General Supplies	6,000.00	3,072.00	9,072.00

REASON FOR AMENDMENT REQUEST - This budget amendment is to reallocate funds from functions 11 and 31 to function 23 to purchase two-way radios for PBSI Team.


Superintendent

4/20/07
Date


Executive Director Business Services

4/19/07
Date

CANUTILLO INDEPENDENT SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT
POST OFFICE BOX 100
CANUTILLO, TEXAS

Agenda Item: _____

Date: April 25, 2007

Subject: Advanced Academics Department – BJE # 3758

Presented By: Tony Reza

Consent Agenda __X__

ACTION

1. BACKGROUND INFORMATION:

The enclosed budget amendment is to reallocate funds from function 11 to function 21 to purchase supplies for the Advanced Academics coordinator.

2. SUPERINTENDENT RECOMMENDATION:

The Superintendent recommends approval of the requested budget amendment.

3. ACTION REQUESTED:

The Board of Trustees approves the requested budget amendment.

MOTION _____ SECOND _____

AYES _____ NAYS _____

Date: 4/17/07

Reason:

FUNDING SOURCE: GIFTED AND TALENTED

PURPOSE OF AMENDMENT: TO HAVE MONEY TO APPROPRIATE ACCOUNTS FOR GENERAL SUPPLIES FOR ADVANCE ACADEMICS COORDINATOR.

HOW WILL THIS IMPACT EDUCATION: IT WILL IMPACT EDUCATION BECAUSE WE WILL HAVE APPROPRIATE RESOURCES TO MAINTAIN ADMINISTRATIVE OPERATION AT MAXIMUM EFFICIENCY.

WHAT CAMPUS OR DISTRICT GOALS WILL BE MET: GOAL 7 - THE DISTRICT SUPPORT TEAM WILL PROVIDE LEADERSHIP, TECHNICAL ASSISTANCE AND EFFECTIVE AND EFFICIENT ADMINISTRATION TO ENSURE SCHOOLWIDE AND DISTRICT IMPROVEMENT.

Mode: **Lookup**

Cancel? N

TO: Dr. Pam Padilla, Superintendent

THROUGH: Tony Reza, Executive Director Business Services

FROM: Kathy Ellis, Assistant Business Manager

SUBJECT: Advanced Academics Department - BJE# 3758

DATE: April 19, 2007

BUDGET CODE	CURRENT BUDGET	CHANGE	AMENDED BUDGET
199.11.6299.00.999.7.21 Misc Contracted Svcs	6,164.00	(944.00)	5,220.00
199.21.6399.00.999.7.21 General Supplies	-	944.00	944.00

REASON FOR AMENDMENT REQUEST - This budget amendment is to reallocate funds from function 11 to function 21 to purchase supplies for the Advanced Academics coordinator.

 for Dr. Padilla

Superintendent

 for Tony Reza

Executive Director Business Services

Date
4/19/07

Date

CANUTILLO INDEPENDENT SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT
POST OFFICE BOX 100
CANUTILLO, TEXAS

Agenda Item: _____

Date: April 25, 2007

Subject: Food Service Department

Presented By: Tony Reza

Consent Agenda X

ACTION

1. BACKGROUND INFORMATION:

The enclosed budget amendment is to reallocate funds from the food service fund balance to budget for the purchase of equipment and furniture for Garcia Elementary.

2. SUPERINTENDENT RECOMMENDATION:

The Superintendent recommends approval of the requested budget amendment.

3. ACTION REQUESTED:

The Board of Trustees approves the requested budget amendment.

MOTION _____ SECOND _____

AYES _____ NAYS _____



**CANUTILLO INDEPENDENT SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT
BOARD AMENDMENT EXECUTIVE SUMMARY SHEET**

FUNDING SOURCE:

Food Service Fund Balance

IF GRANT, PLEASE PROVIDE THE FOLLOWING:

- GRANT AWARD:
- GRANT PERIOD:
- GRANT OBJECTIVES:
- GRANTING AGENCY:

PURPOSE OF THE AMENDMENT:

The purpose of the amendment is to provide funds to purchase equipment and furniture for the cafeteria at Garcia Elementary.

HOW WILL THIS IMPACT EDUCATION:

The cafeteria will provide nutritious meals for the students at Garcia Elementary. Studies indicate that well fed students perform better at school.

WHAT
DISTRICT OR CAMPUS GOALS WILL BE MET WITH THIS AMENDMENT:

All district goals will be met.

TO: Dr. Pam Padilla, Superintendent

THROUGH: Tony Reza, Executive Director Business Services

FROM: Kathy Ellis, Assistant Business Manager

SUBJECT: Food Service Department

DATE: April 19, 2007

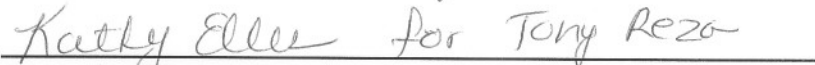
BUDGET CODE	CURRENT BUDGET	CHANGE	AMENDED BUDGET
101.81.6639.00.909.7.99 Capital Outlay		350,000	350,000
101.00.8911.00.000.7.00 Transfer Out		(350,000)	(350,000)

REASON FOR AMENDMENT REQUEST - This budget amendment is to transfer funds from the food service fund balance to budget for the purchase of equipment and furniture for the cafeteria at Garcia Elementary.



Superintendent

4/20/07
Date



Executive Director Business Services

4/19/07
Date

CANUTILLO INDEPENDENT SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT
POST OFFICE BOX 100
CANUTILLO, TEXAS

Agenda Item:

Date: April 25, 2007

Subject: Microsoft License Agreement for District Wide Use

Presented By: Tony Reza & Martha Veale

Consent Agenda: X

ACTION

1. BACKGROUND INFORMATION:

As stated in Board Policy CH(Local), for purchases that cost or aggregates to over \$25,000 shall require Board approval before a transaction may take place. This request is to purchase and renew the Microsoft License for District Wide Use. The purchase will be done through the State of Texas Microsoft Select Contract DIR # DIR-SDD-198 to **SHI-Government Solution, Inc.** in the amount of approximately \$ 49,506.00.

2. SUPERINTENDENT RECOMMENDATION:

The Superintendent recommends approval to purchase the Microsoft Licenses for the Canutillo Independent School District.

3. BOARD ACTION REQUESTED:

The Board of Trustees approves the Superintendent's recommendation.

MOTION _____ SECOND _____

AYES _____ NAYS _____



State of Texas - Microsoft Select Contract Academic Prices - March 2007

News From SHI-GS: For further product information please visit [Microsoft](#).
To ease browsing, links have been created for some popular products and links to the respective installation media as well. You will notice the links to products and a general installation media link under the SHI pricelist banner. In addition, the SHI Logo on each page will direct you to the SHI-GS website, feel free to visit us.

Click to get to [Licenses](#) [Lic+ Soft Assurance](#) [Media](#) [Documents](#) [Comp & Subscription Media kits](#)

**Thank You for choosing SHI-GSI To ensure the best level of service, please provide the
TO ORDER:**

Send Your Purchase Order to:
SHI Government Solutions
1250 South Capital of Texas Hwy, I-350
Austin, TX 78746

FAX 512-732-0232

State of TX VID: 1-22-369-5478-500

For Questions, or Assistance with Pricing or Order Processing, please call 800-870-6079

Please refer to DIR contract # DIR-SDD-198 on all orders placed using this contract price list.

The Prices in this price list are categorized by product type and listed on separate worksheets for each category: License Only; License + Software Assurance; Visual Studio; Documentation; Installation Media, Comprehensive Media Kits and Subscriptions.

LICENSE ONLY: Provides the rights to the most current version of a product (as well as previous versions)

SOFTWARE ASSURANCE: Provides upgrade protection / installation rights to the any version(s) released during the agreement,

*****Please note: Installation media will not automatically ship with License Only, License + Software Assurance orders, or**

DOCUMENTATION: reference manuals/product documents

INSTALLATION MEDIA: Volume media required to install software purchased from Select contract. All available versions,

MEDIA KITS AND SUBSCRIPTIONS: Available comprehensive product or product family media kits and subscriptions. These

FOR LICENSE CONFIRMATION: The contact listed on your purchase order will receive electronic confirmation of

IT IS NOT NECESSARY TO SUBMIT THIS PRICE LIST WITH YOUR PURCHASE ORDER

You can create a quote online by using this price list for reference of manufacturer part numbers or product descriptions

Microsoft Licensing Quotes

As of 4/19/2007

License	# of Licenses	Dell	total	Edu. Resources	total	CDW-G	total	SHI	total	CCV	total
Office 2003	1500	\$20.55	\$30,825.00	\$20.30	\$30,450.00	\$21.35	\$32,025.00	\$20.25	\$30,375.00	\$20.50	\$30,750.00
FrontPage or Equivalent	600	\$4.20	\$2,520.00	\$4.15	\$2,490.00	\$4.40	\$2,640.00	\$4.14	\$2,484.00	\$4.19	\$2,514.00
Windows 2003	33	\$36.95	\$1,219.35	\$35.15	\$1,159.95	\$37.49	\$1,237.17	\$35.06	\$1,156.98	\$35.50	\$1,171.50
Server Systems Mgmt	33	\$47.95	\$1,582.35	\$46.79	\$1,544.07	\$49.00	\$1,617.00	\$46.67	\$1,540.11	\$48.30	\$1,593.90
Windows CAL	4000	\$1.98	\$7,920.00	\$1.96	\$7,840.00	\$2.06	\$8,240.00	\$1.95	\$7,800.00	\$1.98	\$7,920.00
Exchange CAL	4000	\$0.61	\$2,440.00	\$2.09	\$8,360.00	\$0.65	\$2,600.00	\$0.60	\$2,400.00	\$0.62	\$2,480.00
MS SQL 2005 (TCPN contract)	2	\$1,081.77	\$2,163.54	\$1,104.75	\$2,209.50	\$1,010.00	\$2,020.00	\$1,090.00	\$2,180.00	\$1,368.36	\$2,736.72
Visio 2007	25	\$51.29	\$1,282.25	\$52.38	\$1,309.50	\$52.75	\$1,318.75	\$50.70	\$1,267.50	\$64.79	\$1,619.75
			\$49,952.49		\$55,363.02		\$51,697.92		\$49,203.59		\$50,785.87

Office "Work-at-home"	25	\$5.05	\$126.25	\$5.50	\$137.50	\$0.01	\$0.25	\$10.00	\$250.00	\$10.00	\$250.00
Server 2003 Media	Optional			\$25.00							
Server Systems Mgmt Media	Optional			\$25.00							
MS SQL Media	1	\$29.95						\$26.00		\$27.00	
Visio 2007 Media		\$20.20		\$20.83		\$23.00		\$26.00		\$27.00	

Total: \$50,128.89 \$55,571.35 \$51,721.17 \$49,505.59 \$51,089.87

(not including media or "work-at-home")

Note: As per Microsoft, all pricing schedules not under contract will change on April 1.

CANUTILLO INDEPENDENT SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT
POST OFFICE BOX 100
CANUTILLO, TEXAS

Agenda Item:

Date: April 25, 2007

Subject: Acronis License Agreement for District Wide Use

Presented By: Tony Reza & Martha Veale

Consent Agenda: X

ACTION

1. BACKGROUND INFORMATION:

As stated in Board Policy CH(Local), for purchases that cost or aggregates to over \$25,000 shall require Board approval before a transaction may take place. This request is to purchase 2,000 Acronis Imaging Licenses for District Wide Use. The software is used for image duplications of campus or department computer set-up. The purchase will be done through the Texas Building and Procurement Commission – TXMAS-6-70020 Contract to Insight Public Sector, Ins. in the amount of \$ 31,940.00.

2. SUPERINTENDENT RECOMMENDATION:

The Superintendent recommends approval to purchase the Acronis Licenses for the Canutillo Independent School District.

3. BOARD ACTION REQUESTED:

The Board of Trustees approves the Superintendent's recommendation.

MOTION _____ SECOND _____

AYES _____ NAYS _____

Rebates: Pursuant to Texas Government Code § 2155.510(b), rebates generated from TXMAS contract purchases made using federal funds must be reported to the federal funding agency for reporting and reconciliation purchases. Each quarter of the State's fiscal year, TXMAS contractors rebate .75% of their TXMAS sales to the State of Texas via the Texas Building and Procurement Commission (TBPC). It is the purchasing entity's responsibility to report the amount of rebate using the above percent based on the total dollar value of the TXMAS purchase order.

Example: A purchasing entity receives and uses federal funds of \$50,000 to purchase items/services on a TXMAS contract. The purchasing entity must report to the federal fund-provider that a sales rebate of \$375 ($\$50,000 * .75\% = \375) will be paid to the State of Texas by the TXMAS contractor.



INSIGHT PUBLIC SECTOR, INC.
Contract TXMAS-6-70020

On-Line Catalog/Order Processing

GENERAL PURPOSE COMMERCIAL INFORMATION

Corporate Office:
 INSIGHT PUBLIC SECTOR, INC.
 444 SCOTT DRIVE
 BLOOMINGDALE IL 60108
 USA

Send PO to:
 INSIGHT PUBLIC SECTOR, INC.
 ATTN: KEN RICHTER, 6802 S. HARL
 AVE.
 TEMPE AZ 85283
 USA

Vendor ID: 13639490005

Invoice From:
 INSIGHT PUBLIC SECTOR, INC.
 6820 S. HARL AVE.
 TEMPE AZ 85283
 USA

Vendor ID:

Delivery: 1-30 DAYS ARO

FOB Point: DESTINATION

Terms: NET 30

Remit To: INSIGHT PUBLIC SECTOR,
 INC.
 P.O. BOX 713096
 COLUMBUS OH 43271-3096
 USA

Vendor ID:

Vendor ID: 13639490005

Business
 Type: Large

DUNS #: 114719003

Effective: 11/1/2005

Expires: 6/30/2007

CONTACT: TERRI WOODS
 Phone 512-273-0760
TWOODS@INSIGHT.COM

Effective Date: This Texas Multiple Award Schedule (TXMAS) contract is effective beginning 11/1/2005 through 6/30/2007 and is automatically renewed on the date that the General Services Administration (GSA) exercises the renewal option. All State of Texas terms and conditions will continue and apply to all renewal periods by mutual agreement. The contractor has certified that the prices reflected in the contractor's catalog are the same as the prices contained in the most current

modification to GSA Contract No. GS-35F-4044D.

Placement of Orders: Purchasing entities must use both the instructions on the contractor's web page and the terms and conditions in the federal supply schedule to place orders. Purchasing entities may use either a departmental purchase order or the contractor's on-line ordering system to place orders. Purchasing entities may opt out of using the contractor's on-line ordering system if it is incompatible with the entity's purchasing procedures. The contractor is not required to accept orders below the minimum listed below. Orders between the minimum and maximum listed below are subject to GSA preferred customer pricing. For orders above the maximum, purchasing entities are entitled to negotiate for lower prices than those listed on the on-line federal supply schedule price list.

Order Limitation:

Minimum Order: \$50

Maximum Order: \$500,000

Approved Products/Services: Only products or services listed in the TBPC approved GSA contract may be purchased from this TXMAS contract, with one exception. Incidental, off-schedule items may be purchased as "best value, open market" items provided that they are necessary for product integration or product completeness. The purchasing entity is responsible for ensuring that the quoted price for such incidental items is fair and reasonable. These incidental items may be added to the TXMAS purchase order if they are clearly labeled as "open market (OM), best value" items.

State Contracts: All Texas Council for Purchasing from People with Disabilities contracts and Texas Correctional Industries (TCI) term contracts take precedence over this TXMAS contract. If similar products or services are listed on this TXMAS contract and a TBPC term contract, a determination should be made that will result in a best value purchase.

Payment Due Date: Payment will be due on the thirtieth (30) calendar day after the later of: (a) the date the State actually receives a proper invoice at the office designated in the applicable purchase order to receive it; or (b) the date the State accepts the products or services. The post mark date on the envelope for the State warrant (State's equivalent to a check) or banking information showing when a direct deposit transaction was received will be considered the date payment is made. Interest starts accruing on the first day that payment is late. The rate of interest for late payments is set at one percent per month.

Special Note: The State of Texas, including but not limited to its Agencies, cooperative purchasing members and any local governmental entity authorized by law to use the Texas Multiple Award Schedule method for purchasing is not obligated to procure any products or services from this TXMAS contract. This schedule contract shall not be construed to prevent the State from purchasing products or services using other procurement methods as authorized by law.

Contact Us

If you have any suggestions on how to improve TXMAS or this web site, please send an email to txmas@tbpc.state.tx.us or call 512-463-8839 or 512-463-3421.

Designed using web standards, XHTML, CSS

Acronis Licensing Quotes

As of 4/19/2007

License	# of Licenses	CCV	total	CDW-G	total	SHI	total	Insight	total	Unison	total
Acronis Snap Deploy License	2000	\$8.94	\$17,880.00	\$9.69	\$19,380.00	\$8.85	\$17,700.00	\$8.88	\$17,760.00	\$8.89	\$17,780.00
Acronis Snap Deploy Maint	2000	\$1.78	\$3,560.00	\$1.99	\$3,980.00	\$1.78	\$3,560.00	\$1.77	\$3,540.00	\$1.76	\$3,520.00
Acronis Universal Deploy License	2000	\$4.47	\$8,940.00	\$5.49	\$10,980.00	\$4.46	\$8,920.00	\$4.43	\$8,860.00	\$4.45	\$8,900.00
Acronis Universal Deploy Maint	2000	\$0.90	\$1,800.00	\$0.99	\$1,980.00	\$0.89	\$1,780.00	\$0.89	\$1,780.00	\$0.89	\$1,780.00
Grand Total			\$32,180.00		\$36,320.00		\$31,960.00		\$31,940.00		\$31,980.00

CANUTILLO INDEPENDENT SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT
POST OFFICE BOX 100
CANUTILLO, TEXAS

Agenda Item:

Date: April 25, 2007

Subject: Landscaping Services RFP # 07-22

Presented By: Tony Reza and Yusuf Farran

Consent Agenda: X

ACTION

1. BACKGROUND INFORMATION:

Proposals for Landscaping Services were opened on Tuesday, April 10, 2007 with three vendors responding. It is recommended to award the proposal to ***Martinez Irrigation & Landscapes, Inc.*** who will provide the removal of sod from the Canutillo High School baseball & softball fields and re-grade the sod with sprinklers and top soil at Davenport Elementary. This request is also to approve Board Policy CH(Local), any purchase that costs or aggregates to a cost of \$25,000 or more shall require Board approval before a transaction may take place.

2. SUPERINTENDENT RECOMMENDATION:

The Superintendent recommends approval to award the contract and approve the CH (Local) Board Policy for Landscaping Services to ***Martinez Irrigation & Landscapes, Inc.*** under RFP # 07-22

3. BOARD ACTION REQUESTED:

The Board of Trustees approves the Superintendent's recommendation.

MOTION _____ SECOND _____

AYES _____ NAYS _____

April 10, 2007
10:00 am

Canutillo Independent School District Landscaping Services RFP #07-22

Description

High Ridge General Contractor	Martinez Irrigation & Landscapes, Inc	Prime Irrigation & Landscape Inc
----------------------------------	--	-------------------------------------

Project: Baseball, Softball and DDE

Baseball Warning Track:	\$ 29,700.00	\$ 7,000.00	\$ 40,230.00
Removal of existing sod turf 15' X 580'. Removals of sprinkler heads and capping. Removal of 2" depth top soil, haul off and re-installed at Deanna Davenport Elementary. Installation of 2" depth baseball turf infield mix. Provide weed barrier for area – provide specification information of weed barrier.			
Softball infield:	\$ 15,650.00	\$ 4,996.00	\$ 17,250.00
Removal of existing sod turf 62' X 62'. Removal of sprinkler heads and capping. Removal of 2" depth top soil, haul off and re-installed at Deanna Davenport Elementary. Installation of 2" depth baseball turf infield mix.			
Deanna Davenport Elementary:	\$ 24,300.00	\$ 9,987.00	\$ 35,800.00
Re-grade 12,500 sq/ft and provide 2" of new top soil. Provide new sprinklers to area of 12,500 sq/ft. (provide sprinkler drawings) Re-Install 12,500 sq/ft of sod from baseball and softball areas.			
Total	\$ 69,650.00	\$ 21,983.00	\$ 93,280.00
Indicate the number of working days to complete the project:	20	30	15
Indicate the number of days to include weekends to complete the project:	30	-	15

CANUTILLO INDEPENDENT SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT
POST OFFICE BOX 100
CANUTILLO, TEXAS

Agenda Item:

Date: April 25, 2007

Subject: Pearson Education Supplies and Materials

Presented By: Tony Reza and Janine Hammock Consent Agenda: X

ACTION

1. BACKGROUND INFORMATION:

As stated in Board Policy CH(Local), any purchase that costs or aggregates to a cost of \$25,000 or more shall require Board approval before a transaction may take place. This request is to purchase supplies and materials to provide a phonological reading foundation for our at-risk readers. Students will gain vocabulary and comprehension skills. These items will be purchased through *Pearson Education Inc.* for no more than \$60,000.00 through one of the state cooperative purchasing programs - TASB – BuyBoard, ESC Region XVIII, ESC Region XIX, and ESC Region IV - TCPN the Texas Building Procurement Commission - TBPC, DIR, TXMAS and CISV state contracts, all under Subchapter B, Purchases/Contracts.

2. SUPERINTENDENT RECOMMENDATION:

Recommend approval to purchase supplies and materials for the reading foundation programs.

3. BOARD ACTION REQUESTED:

The Board of Trustees approves the Superintendent's recommendation.

MOTION _____ SECOND _____

AYES _____ NAYS _____

CANUTILLO INDEPENDENT SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT
POST OFFICE BOX 100
CANUTILLO, TEXAS

Agenda Item:

Date: April 25, 2007

Subject: Alderete Middle School – Rock Wall (RFCSP # 07 – 25)

Presented By: Tony Reza and Yusuf Farran

Consent Agenda: _____

ACTION

1. BACKGROUND INFORMATION:

Proposals for Site Drainage, Grading and Compaction to build asphalt ramps, sidewalks, concrete header, and rock walls will be received on Tuesday April 24, 2007. The evaluation process will be conducted by the Business Service and Facilities Divisions, a recommendation will be submitted and presented to the Board on Wednesday, April 25, 2007.

2. SUPERINTENDENT RECOMMENDATION:

The Superintendent recommends approval to award RFCSP # 07 – 25, Alderete Middle School – Rock Wall as presented by administration.

3. BOARD ACTION REQUESTED:

The Board of Trustees approves the Superintendent's recommendation.

MOTION _____ SECOND _____

AYES _____ NAYS _____